

DRAFT

**Minutes
Windsor Town Council Meeting
Town Hall
March 17, 2010**

The Windsor Town Council met in regular session on March 17, 2010 at 5:30 p.m. in the Council Chamber of the Windsor Town Hall, Windsor, Virginia. Mayor Marvin A. Crocker, Jr. was present, and he called the meeting to order. He welcomed those who were present. He asked for anyone with cell phones to please turn them off. He asked the Clerk to call the roll. Robin Hewett, Town Clerk, recorded the minutes. John L. Rowe, Jr., Interim Town Manager, Michael Stallings, Assistant Town Manager/Planning and Zoning Administrator, and Joshua Pretlow, Jr., Town Attorney were present.

Council members present: J. Clinton Bryant
 Wesley F. Garris
 William L. Jones
 Carita J. Richardson
 Durwood V. Scott

Council member absent: Greg Willis

Mayor Crocker said he would like to welcome the following Isle of Wight County officials: Phillip Bradshaw, Thomas Wright, and Douglas Caskey. He said Mr. MacFarland Neblett from the Virginia Department of Transportation (VDOT) is also present this evening.

Mayor Crocker asked Councilman Garris to give the invocation, and Councilman Garris did.

Intergovernmental Relations Discussion

Mr. Bradshaw had a copy of the draft Transportation Planning Organization (TPO) study, and he read an excerpt from the report regarding the Route 460 corridor in Windsor. He said the study indicates there is \$31,900 approved for the traffic flow and safety study of the Route 460 corridor.

Mr. Neblett said VDOT is going to grind down the asphalt at the six-way intersection and seal the cracks in the concrete and put down an overlay to help smooth the pavement. He said this is not a long-term fix, but is an immediate fix to the paving problem at the six-way intersection.

Mr. Neblett said a center turn lane would be too close to the church and other businesses at the six-way intersection. Mr. Bradshaw asked Mr. Neblett if it is possible to structure Route 460 at the six-way intersection more like Route 460 in

Crew. He said through Crew there is a center turn lane, but the number of total lanes of traffic drops to three. Mr. Neblett said this is something that VDOT would look into for Windsor. There was a discussion of possibly re-routing the traffic flow at the six-way intersection by blocking some of the entrances to Route 460 at the intersection.

Mr. Rowe said the sidewalk maintenance on the agenda is VDOT being able to keep the sidewalks clear of debris from Route 460. Mr. Neblett said he would make sure that the sidewalks are cleaned on a regular basis. Councilman Scott asked about VDOT's funding for new sidewalks. Mr. Neblett said there are not a lot of funds for new sidewalk construction. He suggested to Council to possibly use some of the funds in the County's Six Year Secondary Plan which are allocated for ditch piping for new sidewalks. Mr. Wright asked how the stimulus funding sidewalk project was progressing. Mr. Stallings said the project is on track and looking good. Mr. Neblett said there is \$10,000 a year put in the County's Six Year Plan for Windsor's ditch piping. He said there is approximately \$195,000 currently in the Plan. Mr. Bradshaw suggested to Council to develop a plan or sidewalks and then request that the funds be moved from ditch piping to sidewalk construction.

Councilman Scott said the railroad crossing at Bank Street and Buckhorn Drive is in bad shape. Mr. Neblett said the railroad is responsible for that type of repairs not VDOT. Mr. Stallings said he has spoken with Pat Steele of Norfolk and Southern railroad and the paving of the crossings may be completed within the next two weeks.

Councilman Garris said there is a sink hole from a drainage pipe at 39 N. Court Street, and he said he was told by the Windsor VDOT office that they could not fix the hole because they do not have an easement. Mr. Neblett said he would look into this matter and get back with Mr. Stallings.

Councilman Scott said on Shiloh Drive close to Deer Path also has a drainage problem. He said quite often water collects in the road in that area. Mr. Neblett said he would check into this drainage problem.

Mr. Neblett said VDOT is closing the Waverly Resident Office, one of fifteen offices across Virginia. He said maintenance for Isle of Wight County, Town of Windsor, Town of Smithfield and Sussex County will be added to the Franklin residency. He said Franklin already services Greensville County and Southampton County. He said the residency administrator will be dealing strictly with maintenance. He said Adam Jack, Assistant District Administrator for VDOT will make a presentation at the Isle of Wight County Board meeting in the near future, and he suggested that the Town have a representative present. Mr. Neblett said he does not have a date at this time.

Mr. Wright said the County is aggressively looking for businesses to come to the intermodal park. He said there is not a lot of interest at this point. He said there is approximately 3,000 acres of land available for construction. He said the rezoning of the property is on hold until the County acquires 100% of the property. Council and County officials further discussed the development of the intermodal park.

Councilwoman Richardson asked if there was in change in the funding for a new middle school for Windsor. Mr. Bradshaw said the School Boards' proposal to close Windsor Middle School has pushed back the issue of replacing the school. He said the School Board has not requested replacing the middle school. He said the Board of Supervisors is waiting on information from the School Board regarding this issue.

Mayor Crocker said he would like to schedule the next intergovernmental meeting while everyone is together. Council and County Officials agreed that the next meeting would be June 16, 2010 at 5:30 p.m. Mr. Wright suggested having the proffer policy on the agenda for the next meeting. Mr. Bradshaw said he would have County staff come to give an update on the intermodal park.

Councilman Garris made a motion to go into closed session pursuant to Virginia Code Section 2.2-3711, A-1 for personnel matter regarding the employment agreement of the new Town Manager and Section 2.2-3711, A-2 for the purpose of discussing real estate matters regarding property within the Town of Windsor. Councilwoman Richardson seconded, and Council unanimously passed the motion as recorded on the attached chart as motion #1.

The Town Attorney had to leave after the personnel item of closed session was discussed due to prior obligations.

Councilwoman Richardson made a motion to go back into regular session. Councilman Garris seconded, and Council unanimously passed the motion as recorded on the attached chart as motion #2.

Councilman Garris made a motion pursuant to Virginia Code Section 2.2-3712, Subsection D that Council discussed only public business matters lawfully exempted from open meeting requirements, and that Council heard, discussed, or considered only such business matters as were identified in the motion that Council passed to go into closed session. Councilwoman Richardson seconded, and Council unanimously passed the motion as recorded on the attached chart as motion #3.

Vice Mayor Jones made a motion to send a letter from Council to Congressman Randy Forbes regarding the Windsor Post Office issue. Councilman Scott seconded, and Council unanimously passed the motion as recorded on the attached chart as motion #4.

Councilman Garris said the purpose of the letter is for Congressman Forbes' office to look at the parking issue at the post office and whether or not the Windsor post office will remain open due to economic restraints. Mr. Rowe said he will draft a letter and send it to Council for its review and approval.

Appointment of New Town Manager

Councilwoman Richardson made a motion to appoint Michael Stallings as the Town Manager of the Town of Windsor, Virginia effective April 1, 2010. Councilman Bryant seconded, and Council unanimously passed the motion as recorded on the attached chart as motion #5.

Mayor Crocker said he would like to note that there was one change to the Town Manager's employment agreement mentioned in closed session. He asked Mr. Stallings to make the correction to the agreement and send the agreement to the Town Attorney for his review. He said if the agreement is in order he will sign it at that time.

Other Items

Councilman Garris said he would like to discuss the memo Council received about reimbursement for spouses attending VML conferences. He said when Council started attending the VML conference years ago, he thought it was the understanding that the Town would pay for the spouses' registration and meals. He said this needs to be decided on and clarified in the Town policy.

Councilman Garris said he would like to make a motion to amend the Town policy to include that the Town will pay for the registration and meals for spouses when attending the annual VML conference. Vice Mayor Jones seconded the motion.

Councilwoman Richardson asked if it was the Town's policy to pay for spouses attending VML conferences. Councilman Garris said he has never volunteered to pay for his spouse, but it has always been paid by the Town. Vice Mayor Jones said his spouse's expenses have also been paid by the Town. Councilman Scott asked if the motion will cover other conferences, such as the Newly Elected Officials conference he attended. The Clerk said the motion made to amend the policy would not include any other conferences Council attends. Mr. Rowe said Councilman Scott's question is for Council to decide whether or not it wants to expand the motion to cover all conferences.

Vice Mayor Jones withdrew his second to the motion. Mayor Crocker asked Councilman Garris to restate his motion. Councilman Garris made a motion to amend the Town policy relating to training and conferences for elected and appointed officials to read that "the Town will pay for the elected and appointed

officials and their spouses...". Vice Mayor Jones seconded, and Council unanimously passed the motion as recorded on the attached chart as motion #6.

Councilman Garris asked to be excused from the remainder of the meeting due to personal reasons.

Mr. Rowe gave Council a brief overview of the 2010-2011 revenue projection. He said he had spoken with Mr. Gwaltney, and he projects an increase in personal property tax. He briefed Council on a few other revenue sources.

Vice Mayor Jones made a motion to adjourn. Councilman Scott seconded, and Council unanimously passed the motion as recorded on the attached chart as motion #7. The meeting adjourned at 7:40 p.m.

Marvin A. Crocker, Jr., Mayor

Robin Hewett, CMC, Clerk

TOWN OF WINDSOR
 RECORD OF
 COUNCIL VOTES

Council Meeting Date March, 17, 2010

Motion #	Garris	Richardson	Willis	Scott	Bryant	Jones	M. Crocker
1	Y	Y	absent	Y	Y	Y	
2	Y	Y	"	Y	Y	Y	
3	Y	Y	"	Y	Y	Y	
4	Y	Y	"	Y	Y	Y	
5	Y	Y	"	Y	Y	Y	
6	Y	Y	"	Y	Y	Y	
7	absent	Y	"	Y	Y	Y	
8							
9							
10							
11							
12							
13							
14							
15							
16							
17							
18							
19							
20							
21							
22							
23							
24							
25							
26							
27							
28							
29							
30							
31							
32							
33							
34							
35							
36							
37							
38							
39							
40							
41							
42							
43							
44							
45							

Town Council Meeting
 March 17, 2010
 Robin Hewett, CMC
 Clerk